



CIVILIAN PERSONNEL CAREER MANAGEMENT

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ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (ACTEDS) PLAN

OCCUPATIONAL SERIES

GS-0621

CAREER FIELD 53

Nursing Assistant

ACTEDS PLAN

“READY, CARING, AND PROUD”

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

NURSING ASSISTANT OCCUPATIONAL SERIES GS-0621 Career Field 53

Summary.

a. This document describes the Army Civilian Training, Education, and Development System (ACTEDS) Plan for the Nursing Assistant series. It includes a listing of the objectives, structure, career paths, training, education, and developmental opportunities that enhance the employee's capability to perform and advance within the Army Medical Department (AMEDD) Nursing Assistant community.

b. Nothing in this Plan should be construed to obligate any Department of the Army (DA) activity to select or fund the training of any individuals covered by this Plan; such training is always accomplished subject to budgetary and mission requirements.

Interim Changes. Interim changes will be distributed as required to update information contained in this document.

Suggested Improvements. The proponent agency for this document is the United States (U.S.) Army Medical Department (AMEDD) Center and School (AMEDDC&S). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, AMEDDC&S, AMEDD Personnel Proponent Directorate, ATTN: MCCS-DC, 1400 East Grayson Street, STE 213, Fort Sam Houston, TX 78234-5052.

Distribution. Primary access to this Plan is via the Internet at:
<http://appd.amedd.army.mil/acteds.htm>.

The appearance of hyperlinks does not constitute endorsement by the U.S. Army of these Web sites or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the U.S. Army does not exercise any editorial control over the information you find at these locations. Such links are provided consistent with the stated purpose of this Department of Defense (DoD) Web site.

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ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

NURSING ASSISTANT OCCUPATIONAL SERIES GS-0621 Career Field 53

1. Introduction.

a. ACTEDS is a DA system that provides a progressive and sequential framework for developing the technical and leadership skills required of the U.S. Army's civilian workforce in the Nursing Assistant community. It mirrors what the Army does to guide military personnel throughout their careers. This ACTEDS Plan for Nursing Assistants provides employees and management with a guide to assist in career enhancement and progression. Training and development planning is essential in developing and enhancing the employee's knowledge, skills, and abilities (KSAs). This Plan, if followed, will provide the Nursing Assistant the avenue to become more proficient in the nursing field, benefiting the Army, the local military treatment facility, and the employee.

b. This series covers positions which involve a variety of personal care, nursing care, or related procedures which do not require (a) the knowledge and skills represented by the licensure of practical and vocational nurses by a State, Territory, or the District of Columbia, or (b) formal education in a licensed practical or registered nurse program.

c. This Plan is in no way linked to upgrading individual position descriptions. Employees must still meet qualification requirements identified in Office of Personnel Management (OPM) qualification standards. The qualification standards are available at the OPM website: <http://www.opm.gov/>.

2. Objectives.

a. Provide continuous broad-based training and development throughout an individual's employment.

b. Provide and document an individual's training and practical experience to ensure competence in the various aspects of the position.

c. Aid in the recruitment and retention of quality personnel by outlining training and career advancement opportunities offered.

3. Coverage. This Plan applies to all DA civilian employees working in the Nursing Assistant field, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

4. Career Field Information. There are over 700 Nursing Assistants employed throughout the U.S. Army. Nursing Assistants work in a variety of areas within a Medical Treatment Facility (MTF), such as hospital clinic or ward, emergency room, outpatient clinic, operating room, or occupational health clinic.

5. Responsibilities. Development, coordination, management, and implementation of this ACTEDS Plan are the shared responsibility of the proponent, the proponent agency, the Functional Chief (FC), and the Functional Chief Representative (FCR). The proponent for this series, and all occupational series in Career Field 53, is The Surgeon General (TSG) of the U.S. Army. The proponent agency is the AMEDDC&S, AMEDD Personnel Proponent Directorate. The FC is the Chief, Army Nurse Corps. The FCR for nursing is the Chief Nurse Executive, U.S. Army Medical Command (MEDCOM). In turn, the FCR will designate individuals within the Nursing Assistant community to serve as subject-matter-experts (SMEs).

a. The Deputy Chief of Staff, G1, Central Program Operations Division, ACTEDS Management Branch, provides overall policy and direction for this ACTEDS Plan, and will:

- (1) Provide overall program management, guidance, direction, and approval.
- (2) Provide funding support for selected ACTEDS Core Leader Development training.
- (3) Provide assistance to the FC, the FCR, and APPD in implementing this ACTEDS Plan.

b. Functional Chief Representative. The FCR will have operational responsibility for the administration of the Nursing Assistant occupational series. These responsibilities include:

- (1) Assisting APPD in preparation of career management regulations by providing advice on career patterns, identifying KSAs required for specific job categories, identifying training and development needs, and recommending functional courses and equivalencies for the enhancement of the employee.
- (2) Selecting SMEs to participate in job analysis and establishing evaluation criteria.
- (3) Monitoring affirmative action goals and equal employment opportunity (EEO) progress.
- (4) Assisting TSG in estimating Army-wide Nursing Assistant training needs and ensuring the Master Training Plan (MTP) is adequate.

c. Major Army Command (MACOM) Commanders will:

(1) Ensure identification and funding, within activities' resources, of non-ACTEDS career field (CF) training needs (such as training to meet MACOM and individual mission requirements).

(2) Assure career management is evaluated and follow-up actions are taken to support quality staffing, employee communications, Affirmative Employment Program (AEP) and EEO objectives, and ACTEDS training, education, and development requirements.

(3) Establish leadership and direction in the AEP aspects of career management; identify situations within the MACOM where EEO progress is inadequate and initiate corrective action.

d. Activity/Installation Commanders will:

(1) Obtain and provide funding, within activity/ installation resources, to attain ACTEDS Plan objectives. (Note: Funding may not always be available for all specified training and education at specific grade levels.)

(2) Support developmental assignments/reassignments and formal training of participants.

e. The Deputy Commander for Nursing at each MTF will inform the FCR of:

(1) Planned career input requirements,

(2) Budget needs,

(3) Distribution of funds,

(4) Management of career track opportunities and spaces, and

(5) Registration/continuing education maintenance requirements.

f. The supervisor will:

(1) Prepare, in concert with the employee, and approve Individual Development Plans (IDPs) for employees participating in this Plan. Additional information on IDPs is included in paragraph 10 of this document.

- (2) Identify and coordinate developmental assignments utilizing career paths.
- (3) Release employees for identified ACTEDS Plan training and development opportunities (mission permitting).
- (4) Ensure employees possess or are provided opportunities to obtain required competencies.
- (5) Perform ongoing evaluation of employee career progression.

g. Each employee is responsible for assisting management in establishing their IDP and demonstrating the interest, enthusiasm, and initiative required to achieve the stated objectives.

6. Mentoring.

a. The Army defines mentorship as: “The voluntary, developmental relationship that exists between a person of greater experience and a person of lesser experience that is characterized by mutual trust and respect.”

b. Mentors are senior careerists, managers, or commanders who not only personally become involved in the development of personnel within their organizations but also influence decisions to establish programs, commit resources, and make assignments that make career development happen. Mentoring is most successful when the person being mentored is mobile and can take advantage of the widest range of opportunities. Using the ACTEDS Plan as a base, mentors will facilitate training and career-broadening opportunities, help personnel assess their potential, and actively guide them through the appropriate career-area progression pattern. Mentoring for Civilian Members of the Force, DA Pamphlet 690-46 (http://www.usapa.army.mil/pdffiles/p690_46.pdf), is a recommended reference for mentors and personnel being mentored.

7. Career Ladder. The career ladder (Appendix A) illustrates the typical pattern of progression from entry level to an advanced level in the Nursing Assistants series. Grades are subject to the scope of responsibilities of the position and may vary among MTFs. Individuals employed in the Nursing Assistant series should be guided by the qualification standards established by OPM. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this classification series.

8. Training Competencies. (Appendix B)

a. Competencies shown at Appendix B are the applicable KSAs for Nursing Assistants in the performance of their assigned duties. Supervisors have the

responsibility for the career management of their employees; therefore, they must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required KSAs through formal and on-the-job training (OJT).

b. Equivalency credit may be granted for formal courses or OJT received from sources other than those listed in the MTP (Appendix C). Applications for equivalency credit (Appendix F) should be submitted through the supervisor to the FCR for evaluation.

9. Master Training Plan (MTP). (Appendix C) Employees enter the Nursing Assistant occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and OJT the individual brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to any documented prior experience and training.

a. Universal Training. Universal training requirements provide standardized KSAs across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

(1) Priority I (U1) - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; or (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.

(2) Priority II (U2) - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and (b) training improves the quality of mission accomplishment.

(3) Priority III (U3) – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances KSAs needed on the job and (b) leads to improvement of mission accomplishment.

b. Self-Development. In addition to the training outlined in the MTP, employees at all levels are encouraged to undertake individual projects such as a professional reading program, correspondence courses, study and research, technical papers, presentations, membership in professional organizations, or leadership roles in the community. These opportunities will increase their knowledge, improve competence in their area of interest, and offset any limitations identified in the career planning process. This is a voluntary effort initiated and conducted by the employee. Active interest in self-development generally indicates that an employee has a strong desire to achieve or exceed planned career goals. Employees will be encouraged to take advantage of:

(1) MTF sponsored educational activities; (2) available Army and other professionally relevant correspondence courses; (3) opportunities for study at nearby colleges or universities; (4) planning, reading, and discussion of emerging developments in the various aspects of nursing; and (5) seminars, workshops, teleconferences, videos, and meetings sponsored by professional organizations.

c. The ideal training program provides the opportunity for every employee to advance to the highest level of his/her capability. The most effective training and development activity for any Army civilian career employee will result from an appraisal/counseling interview which: (1) identifies training requirements, (2) systematically schedules the training needed to meet the requirements, and (3) takes greatest advantage of work situations and operating problems for OJT development purposes.

d. Development and rating methods of civilian employees are outlined and reported through AR 690-400, Chapter 430, the Total Army Performance Evaluation System (TAPES) (http://www.usapa.army.mil/pdffiles/r690_400.pdf). The rater/supervisor, with the ratee's input, during counseling sessions, will assist the ratee in identifying the required training and/or professional development objective. Once identified, the training or developmental activities are recorded on the employee's Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1).

e. When an employee has completed a required phase of training, it must be documented by the supervisor. The completed training will be noted in the Individual Development Plan (IDP) and TAPES, and then filed in the employee's official personnel folder. Employees who demonstrate the ability to effectively handle increasingly complex assignments become more competitive for developmental assignments and advancement.

f. Advancement to higher levels outside of the GS-0621 Nursing assistant series can be pursued through additional education and work experience in accordance with OPM qualification criteria, this includes possible career paths as Health Aid/Technician (GS-0640), Medical Supply Aide/Technician (GS-0622), or Medical Technician (Phlebotomist) (GS-0645).

g. Nursing Assistant Training Levels.

(1) Entry-level. At this level, (sometimes as a Nursing Aide GS-0621-02 (or pay band equivalent) or Nursing Assistant GS-0621-03 or GS-0621-04) the new employee generally requires OJT experience and technical training. Emphasis will be placed on training in: (a) Basic nursing tasks and patient safety; (b) military organization/structure, (c) military policy, and (d) military terminology. Typical assignments at the entry level include, but are not limited to: taking patient's vital signs, monitoring intravenous fluids, obtaining routine specimens for laboratory analysis and performing

standard tests, and providing personal care to include bathing, shaving, toileting, ambulating, feeding, rubbing backs, making beds, etc. Duties are performed under the supervision of a Licensed Practical Nurse (LPN) or Registered Nurse (RN). Nursing Assistants at this level are encouraged to obtain licensure as a Certified Nursing Assistant (CNA).

(2) Intermediate/Advanced. At this level (GS-05 or GS-06) (or pay band equivalent), the primary focus is to increase the technical knowledge and skill of the employee. There are a few Nursing Assistants in MEDCOM at the GS-6 (or pay band equivalent) level; however, moving to the specialties of Psychiatric Nursing Assistant or Operating Room Nursing Assistant may allow career progression to the GS-6 level. Assignments at this level include: performing routine procedures per standard operating procedures or physician's instructions, dressing changes, blood pressure screening, catheterizing and suctioning, ear irrigations, Electrocardiogram (ECG), recording data on clinical records in accordance with (IAW) standing operating procedures (SOPS) and charting patient information per screening SOPS; providing input to plan of care; participating in the orientation process of new personnel and Red Cross volunteers; and providing support to personnel by on-the-job training. Completion of an Associates Degree or a Baccalaureate Degree, speaking and writing activities, and participation in professional group activities are encouraged.

10. Individual Development Plan (IDP). An IDP (Appendix G) is a written schedule or action plan to help individuals reach career goals within the context of organizational objectives. It is intended to move employees from where they are to where they want to be. The plan is developed to establish a written document that identifies required training, provides order, maintains focus, and tracks progress of the activities outlined with the intent of aiding an employee in accomplishing their career goals.

a. The employee should initiate the IDP process. The employee establishes goals and objectives with input from the supervisor. Both should discuss the plan and reach agreement on the employee's developmental plan for accomplishing their goals and objectives. The IDP's goals relate the individual's career interests and needs to organizational priorities. The most common goals of an IDP are to:

- (1) Learn new skills to improve current job performance.
- (2) Maximize current performance in support of organizational requirements.
- (3) Increase interest, provide challenge, and improve satisfaction in current position.
- (4) Obtain necessary knowledge, skills, and abilities to advance in current occupational series.
- (5) Use acquired competencies to make the employee highly competitive for career advancement.

b. While the supervisor and the employee have joint responsibility for developing and executing an employee's IDP, the responsibility of ensuring accomplishment of the activities or experiences that support the plan's objectives is the sole responsibility of the employee.

c. When both employee and supervisor are in agreement with the plan, they sign and date the IDP. Once the initial IDP form is completed, it may be reviewed to coincide with the TAPES review process. The IDP should be jointly assessed at least semi-annually (to coincide with the mid-point performance review) and adjusted as needed, based on adequacy and practicality of the plan.

11. Recruitment Strategies and Sources.

a. Recruitment Strategies.

(1) The planned recruitment of highly qualified or high potential personnel is essential to the development and maintenance of an effective Nursing Assistant program.

(2) Recruitment should be related to replacement needs projected on the basis of expected losses and planned expansions.

(3) Recruitment and selection practices are designed to obtain the best-qualified candidate for available positions.

(4) Recruitment brochures/literature, advertising, or other appropriate and authorized publicity measures should be employed to support recruitment actions.

(5) Supervisors should align their recruitment and hiring practices with the ACTEDS career path and ensure the appropriate requirements are stated as selective placement factors in the job announcement.

b. Recruitment Sources include, but are not limited to:

(1) Internal recruitment sources (current DA employees). Procedures of the Merit Promotion Program and appropriate labor agreements will apply in considering candidates who are current DA employees.

(2) External recruitment sources.

(a) Reinstatement, re-employed annuitants, transfers from other federal agencies (to grades no higher than the grade previously held).

(b) Veterans Recruitment Authority (VRA).

(c) Candidates from an OPM register, a register established under delegated examining authority, or direct hire authority.

(d) Special placement assistance programs such as the DOD Priority Placement Program (PPP).

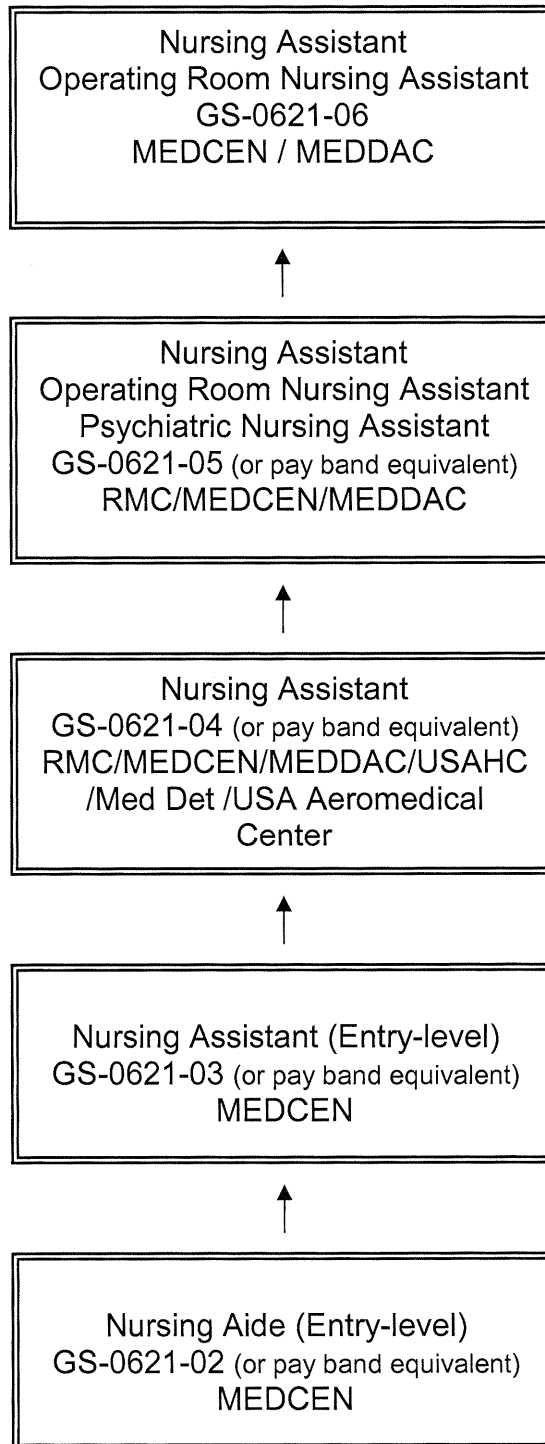
(e) Community college and technical school recruitment programs as well as recruitment at job fairs.

12. Mobility Requirements. Mobility is defined as geographic, organizational, or functional movement—either within Continental United States (CONUS) or Outside Continental United States (OCONUS). While many employees can achieve their career objectives in one geographical area, mobility is often a factor in achieving goals. Relocation may increase chances of acquiring broad-based management experience necessary for advanced level vacancies.

13. Affirmative Action/Equal Employment Opportunity. Training and development opportunities for career field participants covered by this Plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

14. Summary of Change. This is the initial publication of this ACTEDS Plan.

**APPENDIX A
CAREER LADDER
NURSING ASSISTANT**



**APPENDIX B
TRAINING COMPETENCIES
NURSING ASSISTANT**

Nursing

1. Knowledge of a body of standardized rules and skills sufficient to perform nursing care requiring considerable training and experience to carry out and resolve recurring problems.
2. Knowledge of normal physical and emotional reactions to nursing care and treatments in order to recognize deviations from normal and communicating with the nursing and medical staff and other members of the health care team.
3. Knowledge of medical terminology in order to read, comprehend, and enter information into the patient's medical records and interdisciplinary plans of care.
4. Ability to initiate and perform cardio-pulmonary resuscitation of adults and children and assist in other emergency situations (i.e., seizures, anaphylactic reaction, etc.).
5. Knowledge of the basic elements of the interdisciplinary plan of care in order to enter specific information in accordance with hospital policy.
6. Knowledge of individual cultural and religious diversity in order to incorporate these considerations into nursing care.
7. Skill in providing instructions to clients, families, and other health care providers to reinforce information previously provided by the physician or nurse.
8. Knowledge and skill to operate specialized medical instruments and equipment (e.g., monitors, electrocardiograph machines, pulse oximeters, audiometric equipment, etc.), recognize equipment malfunction, and procedures to report equipment malfunction to biomedical maintenance in order to ensure safe operation.
9. Knowledge of infection control measures, aseptic techniques for prevention of infections, transmission-based isolation precautions and instrument processing, and skill in changing dressings and in maintaining the sterile condition of medical supply items in order to prevent infection.
10. Knowledge of patient safety goals in order to ensure compliance.

Psychiatric Nursing Assistant

11. Knowledge and skill sufficient to use therapeutic procedures in order to conduct effective relationships with mentally ill patients, (i.e., reality orientation, small and large group therapy, 1:1 therapy, and milieu therapy) and maintain patient safety.
12. Knowledge and skill sufficient to identify group dynamics/ process in order to guide the milieu community in therapeutic interactions.
13. Knowledge and skill sufficient to use the appropriate psychiatric terminology for physical and emotional reactions, nursing care, types of therapeutic procedures, and supporting duties in order to perform documentation and patient teaching.
14. Knowledge and skill sufficient to observe behavior, problems, and illness of psychiatric patients in order to communicate with members of the patients' families and treatment team.

Operating Room Nursing Assistant

15. Knowledge of the required steps and skill sufficient to prepare the patient and the operating room for complex surgery in order to ensure expeditious pre-op preparation.
16. Knowledge and skill sufficient to provide emotional support techniques in order to reassure anxious patients.
17. Knowledge of human body structure and function in order to communicate with and understand exchanges with surgeons and nurses.
18. Knowledge of the surgical procedures and terminology and skill to anticipate needs and pass instruments and surgical materials to the surgeon in order ensure efficient, uncomplicated surgical process.
19. Knowledge of and skill sufficient to prepare a large variety of instruments, equipment, supplies, and packs used in complex surgery in order to ensure availability of required surgical items.

Supply

20. Knowledge and ability to take stock level inventories, order supplies and equipment, and restock shelves in order to ensure adequate/appropriate level of supplies is maintained.

Personnel Management

21. Knowledge required to provide input for the planning and directing of the work of nursing assistants and volunteers in order to effectively manage and provide patient care.

Communication (Oral/Written) / Coordination

- 22. Skill in interviewing patients to obtain factual information and data in order to include in patient's records.
- 23. Skill in interpersonal and small group communications in order to convey information.
- 24. Knowledge and skill to organize and present in-service training to students, volunteers, and newly assigned personnel.
- 25. Knowledge and skill in business writing to effectively convey information.
- 26. Knowledge of organizational mission and goals sufficient to execute responsibilities.

Computers

- 27. Ability to use computer programs (i.e., electronic communications and systems such as the Composite Health Care System) in order to accomplish data entry, retrieval, and management.
- 28. Knowledge of data security techniques (manual and computer automated) in order to ensure security of data.

Ethics/Health Insurance Portability and Accountability Act (HIPAA)

- 29. Knowledge of legal requirements for confidentiality of patient data (federal and state) in order to ensure confidentiality of records.
- 30. Knowledge of patient rights and protections guaranteed by state and federal laws and regulations in order to ensure the quality and safety of patient's medical care.

Education

- 31. Knowledge of adult learning theories in order to serve as a preceptor for newly assigned personnel and students.
- 32. Ability to maintain a current knowledge regarding new Nursing Assistant principles and technology in order to maintain competence and certification.
- 33. Knowledge of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) procedures for the medical treatment facility in order to understand responsibilities and respond effectively.

APPENDIX C **MASTER TRAINING PLAN MATRIX - NURSING ASSISTANT**

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Course Number	Course Title Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience		Training Competencies
			GS-02/3/4	GS-05/06	
1	Basic Life Support Local Installation FC Length Varies	X	U1*	U1*	4
2	Basic Medical Terminology AMEDDC&S/Local FC Length Varies	X	U2	U2	3
3	Bloodborne Pathogen Training Installation/Local /Swank/OSHA FC/CC/OL Length Varies	X	U1*	U1*	9
4	Infection Control: Tuberculosis (TB)/Human Immunodeficiency Virus (HIV) Training Local Installation/SWANK FC Length Varies	X	U1*	U1I	9
5	Organization and Functions of the Army Medical Department AMEDDC&S CC/OL Length Varies	X	U3	U2	25
6	Nursing Assistant Licensure Community or Technical College/Health Agencies FC Length Varies		U3	U2	1, 2, 5, 7, 20, 21, 32
7	Safety/Accidents/Fall Prevention CEU/OJT CC/OL Length Varies	X	U3	U2	1, 10
8	Communication with Cognitively Impaired Clients CEU/Community College FC/OJT Length Varies		U3	U2	22, 23
9	Abuse and Violence Reporting CEU/Community College FC Length Varies		U3	U3	1, 6
10	Death and Dying Swank/Vendor/CEU CC/On-Line Length Varies		U3	U2	6, 7

Legend: CC/OL = Correspondence Course/On-Line U1 = Universal Priority I SUP = Supervisor Only * = Recurring Requirement
FC = Formal Course U2 = Universal Priority II C = Competitive ** = According to Individual Job Requirement
OJT = On-the-Job Training U3 = Universal Priority III CEU = Continuing Education Unit

APPENDIX C MASTER TRAINING PLAN MATRIX - NURSING ASSISTANT

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Course Number	Course Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience		Training Competencies
			GS-02/3/4 (or pay band equivalent)	GS-05/06 (or pay band equivalent)	
11	Patient Rights Local Installation/Swank/CEU/OJT FC Length Varies	X	U1*	U1*	30
12	Spirometry Certification Course USACHPPM/Community College/CEU FC Length Varies		U3**	U2**	8, 9
13	ECG Monitor/Observer Course CEU/ Community College FC Length Varies		U3**	U2**	8
14	Restorative Aide Program Technical/Community College FC Length Varies		U3**	U2**	1
15	Audiometric (Hearing Assessment) Training Community College/ Installation FC Length Varies		U3**	U2**	8
16	Health Unit Coordinator Community College FC Length Varies		U3**	U2**	22, 23, 24, 25, 26
17	Psychiatric Assistant or Technician Certificate Community College/CEU FC Length Varies		U3**	U2**	11, 12, 13, 14
18	Surgical Technology Certificate Technical/Community College FC Length Varies		U3**	U2**	15, 16, 17, 18, 19
19	Introduction to CBRNE AMEDDC&S CC/OL Length Varies	X	U3	U3	33
20	Introduction to Medical Records and the Patient Administration Division AMEDDC&S/Local CC/OL Length Varies	X	U3	U3	26, 29, 32

Legend: CC/OL = Correspondence Course/On-Line
FC = Formal Course
OJT = On-the-Job Training
U1 = Universal Priority I
U2 = Universal Priority II
U3 = Universal Priority III
SUP = Supervisor Only
C = Competitive
CEU = Continuing Education Unit
* = Recurring Requirement
** = According to Individual Job Requirement

APPENDIX C MASTER TRAINING PLAN MATRIX - NURSING ASSISTANT

Page 3 of 4

Course Number	Course Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience		Training Competencies
			GS-02/3/4 (or pay band equivalent)	GS-05/06 (or pay band equivalent)	
21	Medical Error Prevention and Patient Safety Installation/Local/CEU/OJT FC Length Varies	X	U1*	U1*	1, 23
22	Legal Aspects of Nursing Assisting CEU FC Length Varies		U3	U3	21, 29
23	Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training Local Installation/SWANK FC/On-Line Length Varies	X	U1*	U1*	29, 30
24	Health Care Ethics I AMEDDC&S/Swank/Local CC/OL Length Varies	X	U3	U3	29
25	Health Care Ethics II AMEDDC&S/Swank/Local CC/OL Length Varies	X	U3	U3	29
26	Various Swank On-Line Courses Swank CC/OL Length Varies	X	U3	U3	1, 2
27	Anatomy/Physiology I Community College FC Length Varies		U3	U3	1, 2
28	Anatomy/Physiology II Community College FC Length Varies		U3	U3	1, 2
29	Basic General Chemistry Community College FC Length Varies		U3	U3	1, 2
30	Listening and Memory Development USDA FC 16 Hours		U3	U3	22, 23

Legend: CC/OL = Correspondence Course/On-Line
FC = Formal Course
OJT = On-the-Job Training
U1 = Universal Priority I
U2 = Universal Priority II
U3 = Universal Priority III
SUP = Supervisor Only
C = Competitive
CEU = Continuing Education Unit
* = Recurring Requirement
** = According to Individual Job Requirement

APPENDIX C MASTER TRAINING PLAN MATRIX - NURSING ASSISTANT

Course Number	Course Title Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience		Training Competencies
			GS-02/3/4 (or pay band equivalent)	GS-05/06 (or pay band equivalent)	
31	Effective Army Writing AMEDDC&S CC/OL Length Varies	X	U3	U3	25
32	Basic Computer Courses Installation/Local/Vendor FC Length Varies	X	U3	U3	27, 28
33	Effective Briefings and Presentations Installation/Local/USDA FC Length Varies		U3	U3	23, 24, 25, 31
34	Associate Degree or Bachelor Degree University-Based FC Length Varies		U3	U3	31

Legend: CC/OL = Correspondence Course/On-Line
 FC = Formal Course
 OJT = On-the-Job Training
 SUP = Supervisor Only
 C = Competitive
 CEU = Continuing Education Unit
 * = Recurring Requirement
 ** = According to Individual Job Requirement

APPENDIX D
MASTER TRAINING PLAN COURSE DESCRIPTIONS
NURSING ASSISTANT

1. Basic Life Support (BLS) Course. Provides certification in Cardiopulmonary Resuscitation (CPR), a recurring requirement. (Source: Installation/Local) (Length Varies)

2. Basic Medical Terminology (MD0010). The study of the language of the health care field; word construction, definition, and the use of terms related to all areas of medical science, hospital service, and the allied health specialties. Additional information is available at:

http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S/Local) (Length Varies)

3. Bloodborne Pathogen Training. Provides guidance on program management in accordance with Occupational Safety and Health Administration (OSHA) law mandated in 29 CFR 1910.130. Includes subjects, such as, identifying the scope of the Act, developing exposure control plans, identifying infectious materials, methods of compliance, Hepatitis B vaccinations, research laboratories, hazard communication, information/training and record keeping, etc. (Source: Installation/ Swank/Local/OSHA) (Length Varies)

4. Infection Control: Tuberculosis (TB)/Human Immunodeficiency Virus (HIV) Training. Provides information on TB and HIV patient management. (Source: Local Installation/SWANK) (Length Varies)

5. Organization and Functions of the Army Medical Department. (MD0004) Mission and composition of the Army Medical Department; organization of medical centers and medical department activities and the histories and functions of the six officer corps in the Army Medical Department. Additional information is available at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S) (Length Varies)

6. Nursing Assistant Licensure. Typically, you must pass practical and written exams after you complete your course work. Upon completion, students should be able to demonstrate skills necessary to qualify as a Certified Nursing Assistant (CNA). Continuing education requirements vary by state. (Source: Community or Technical College/Health Agencies) (Length Varies)

7. Safety/Accidents/Fall Prevention. This course is designed to review how physical and mental changes related to aging, and disorders and their treatments increase the aged person's risk for falling. Complications of falling, safety measures, and nursing interventions to decrease the incidence of falls are examined. (Source: Local/CEU/OJT) (Length Varies)

8. Communication with Cognitively Impaired Clients. Communication is a very important part of patient care. You must use the special skills described in this class when your patient has a cognitive impairment so that messages can be sent and received. (Source: CEU/OJT) (Length Varies)

9. Abuse and Violence Reporting. The purpose of this course is to prepare healthcare professionals to assess and screen likely victims of domestic violence. (Source: CEU/Community College) (Length Varies)

10. Death and Dying. This course covers practical skills in dealing with death and dying. It covers the emotional, psychological, spiritual needs of the dying and of their caretakers. (Source: SWANK/Vendor/CEU) (Length Varies)

11. Patient Rights. This course provides information on how to incorporate rights and dignity into all patient care (Source: SWANK/CEU) (Length Varies)

12. Spirometry Certification Course. A NIOSH-approved spirometry training course that focuses on interpretation of test results, use of lung infection tests, and reviewing the latest changes and updates in testing procedures. Students will learn how to interpret test results, write interpretation statements, recognize patterns associated with various lung diseases, recognize poorly performed tests, review recent changes in spirometry testing procedures, and learn the significance of other lung-functioning tests. (Source: NIOSH/USACHPPM/Community College/CEU) (Length Varies)

13. Electrocardiogram (ECG) Monitor/Observer. This course will provide practical and technical training in the use and operation of ECG equipment. (Source: CEU/Community College) (Length Varies)

14. Restorative Aide Program. The course covers ambulation, personal care and feeding programs, range of motion, reimbursement, teamwork, and basic reporting and documentation skills. (Source: Technical or Community College) (Length Varies)

15. Audiometric (Hearing Assessment) Training. This course provides a lecture about hearing; determines the causes of different hearing problems; teaches how to screen for hearing deficiencies using an audiometer, and when and how to make referrals to a specialist. In addition, there is usually a one-hour practicum session for participants to receive hands-on experience screening young children. (Source: Community College/Installation) (Length Varies)

16. Health Unit Coordinator. This course prepares students for an entry-level position in a hospital or health care facility. The course includes medical terminology, written communication and documentation skills, data entry skills, and knowledge of basic medical laws and ethics. (Source: Community College/CEU) (Length Varies)

17. Psychiatric Assistant or Technician Certificate. These programs provide the student with the necessary training to provide nursing and therapeutic services for the

mentally ill, emotionally disturbed or developmentally disabled, under the direction of a physician, psychiatrist, or registered nurse. (Source: Technical/Community College) (Length Varies)

18. Surgical Technology Certificate. This program prepares students to share in the responsibility of the operating room team in the care of the patient requiring surgery. The assistant is at all times under the supervision of the physician and/or registered nurse. The program consists of instruction in the basic sciences, medical terminology, surgical functions in the operating room, operating room equipment, and aseptic technique. (Source: Technical/Community College) (Length Varies)

19. Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE). Open to all individuals who have a requirement to attend an introduction lesson on chemical agents, biological agents, radiological agents, nuclear devices, and explosive devices. Additional information is available at: <https://www.atrrs.army.mil/atrrscc/>. (Source: AMEDDC&S) (Length Varies)

20. Introduction to Medical Records and the Patient Administration Division (MD0750). Mission of the Patient Administration Division in the AMEDD. Introduction to the organization and responsibilities of patient administration; introduction to regulatory controls for military health care and patient records. Organizational structure and functions of the Office of the Chief, Patient Administration Division, including training programs. Additional information is available at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S/Local) (Length Varies)

21. Medical Error Prevention and Patient Safety. The purpose of this course is to provide the student with information on medication errors and how to prevent them. (Source: Installation/Local/CEU/OJT) (Length Varies)

22. Legal Aspects of Nursing Assisting. This course will define standards of care, scope of practice, malpractice, negligence, abandonment, abuse, assault and battery. This class provides information about these aspects of care and how to apply this information into a daily routine. (Source: CEU) (Length Varies)

23. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training. Explains HIPAA, covered entities, covered information, and the employee's responsibility for maintaining privacy and security of healthcare related information. (Source: Local Installation/Swank) (Length Varies)

24. Health Care Ethics I (MD0066). Ethically and legally appropriate behavior of health care professionals, the role of ethics in healthcare, legal doctrines that affect healthcare; tort law, negligence, and patient consent. Additional information is available at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S/Swank/Local)(Length Varies)

25. Health Care Ethics II (MD0067). Ethically and legally appropriate behavior of health care professionals, patient refusal of treatment, medical records, and the scope of medical practice. Additional information is available at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S/Swank/Local) (Length Varies)

26. Various Swank HealthCare On-Line Courses. Swank HealthCare is centrally funded and offers on-line courses at no cost to military and federal civilian employees. Swank HealthCare offers a variety of useful Nurse Aide continuing education courses: Immune Response in the Geriatric Patient; Dealing with Aggressive Patients; Sepsis: Fighting the Killer; Dysphagia: Swallowing Difficulty; Assessing a Pregnant Patient in Labor and Delivery; Continuous Ambulatory Peritoneal Dialysis (CAPD).; Hemodialysis; Cerebral Vascular Accident (CVA): What You Need To Know; Best Foot Forward: Diversity in the Real World; Chronic Pressure Ulcers; Being a Successful OR Tech, etc. Additional information is available at: <http://www.swankhealth.com/default.aspx>. (Source: Swank)(Length Varies)

27. Anatomy/Physiology I. This course includes a study of the systems of the human body and principles of human physiology. The topics to be covered are the cell, tissues, and the skeletal, muscular and nervous systems and the senses. (Source: Community College)(Length Varies)

28. Anatomy/Physiology II. This course includes a study of the blood and circulatory, respiratory, excretory, digestive, endocrine, and reproductive systems. (Source: Community College)(Length Varies)

29. Basic General Chemistry. This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in nursing. (Source: Community College) (Length Varies)

30. Listening and Memory Development. Through lectures, practical exercises and discussions, the students learn to: use practical techniques for improving listening skills, recognize and overcome barriers to effective listening, organize information transmitted orally by applying the principles of effective listening, and remember names, faces, facts, figures, and ideas more readily and accurately. Additional information is available at: <http://www.grad.usda.gov/> (Source: United States Department of Agriculture (USDA) Graduate School) (Length: 16 Hours)

31. Effective Army Writing (IS1460). This course provides a study of the principles, procedures, and practice of staff writing as well as introduction to a professional reading program. Additional information is available at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S) (Length Varies)

32. Basic Computer Courses. Courses in a variety of software applications (Word, Excel, PowerPoint, etc.) to enable employee to efficiently manage data. (Source: Installation/Local) (Length Varies)

33. Effective Briefings and Presentations. This course presents instruction in communication principles as well as the basic principles of business presentations. Covers how to plan presentations and provides guidance on choosing the best methods, materials, and location/environment for each situation. Techniques include presentations to inform, presentations to persuade, question and answer techniques, and technical presentations. Students, while learning these techniques, will be provided the opportunity to practice them and critique their own performance on video. Additional information is available at: <http://www.grad.usda.gov/> (Source: Installation/Local/USDA Graduate School) (Length Varies)

34. Associate Degree or Bachelor Degree. Completion of Associate Degree or Bachelors Degree. (Source: College or University) (Length Varies)

APPENDIX E **GLOSSARY** **NURSING ASSISTANT**

<u>ACRONYM</u>	<u>DEFINITION</u>
ACTEDS	- Army Civilian Training, Education and Development System
AEP	- Affirmative Employment Program
AMEDD	- Army Medical Department
AMEDDC&S	- Army Medical Department Center and School
APPD	- AMEDD Personnel Proponent Directorate
BLS	- Basic Life Support
CAPD	- Continuous Ambulatory Peritoneal Dialysis
CBRNE	- Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices and Explosive Devices
CEU	- Continuing Education Units
CF	- Career Field
CNA	- Certified Nursing Assistant
CONUS	- Continental United States
CPR	- Cardiopulmonary Resuscitation
CVA	- Cerebral Vascular Accident
DA	- Department of the Army
DoD	- Department of Defense
EEO	- Equal Employment Opportunity
ECG	- Electrocardiogram
FC	- Functional Chief
FCR	- Functional Chief Representative
HIPAA	- Health Insurance Portability and Accountability Act of 1996
HIV	- Human Immunodeficiency Virus
IAW	- In Accordance With
IDP	- Individual Development Plan
KSAs	- Knowledge, Skills, and Abilities
LPN	- Licensed Practical Nurse
MACOM	- Major Army Command
Med Det	- Medical Detachment
MEDDAC	- Medical Department Activity
MEDCEN	- Medical Center
MEDCOM	- U.S. Army Medical Command
MTF	- Medical Treatment Facility
MTP	- Master Training Plan
OCONUS	- Outside Continental United States
OJT	- On-the-Job Training
OPM	- Office of Personnel Management

ACRONYMDEFINITION

OR	- Operating Room
OSHA	- Occupational Safety and Health Administration
PPP	- Priority Placement Program
RMC	- Regional Medical Command
RN	- Registered Nurse
SMEs	- Subject-Matter-Experts
SOP	- Standard Operating Procedure
TAPES	- Total Army Performance Evaluation System
TB	- Tuberculosis
TSG	- The Surgeon General of the U.S. Army
U.S.	- United States
USACHPPM	- United States Army Center for Health Promotion and Preventive Medicine
USAHC	- United States Army Health Clinic
USDA	- United States Department of Agriculture

APPENDIX F REQUEST FOR EQUIVALENCY CREDIT

Instructions for Completing and Handling Request:

- Employee completes Section I, provides input for Section II, and forwards request to supervisor.
- Supervisor reviews Section II and completes Section III. If concurring, forwards request to approving authority. If nonconcurring, returns request to employee.
- Approving authority completes Section IV and returns request to supervisor.

Section I – Employee’s Request for Equivalency Credit		
Name (Last – First – MI)		Career Field/Program Number
Title/Series/Grade	Course Title & Code	Course Provider
Employee’s Signature		Date Signed
		Telephone Number and E-mail
Section II – Training Information		
<input type="checkbox"/> Work Experience: (Attach detailed explanation of work assignments. Identify competencies and explain how they were acquired.) <input type="checkbox"/> Formal Education or Training, including Correspondence Study: (Attach transcript(s) and descriptions of course work, to include course title, course level, and grade. Identify competencies and explain how they were acquired.) <input type="checkbox"/> Self-development Activities (Attach detailed explanation. Identify competencies and explain how they were acquired.)		
Section III – Supervisor’s Recommendation		
<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur		
Supervisor’s Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Supervisor’s Signature		Date Signed
Section IV – Approving Authority’s Decision		
Approving Authority’s Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Approving Authority’s Signature		Date Signed

APPENDIX G INDIVIDUAL DEVELOPMENT PLAN

PRIVACY ACT STATEMENT. Section 4103 of Title 5 to U.S. Code authorizes collection of this information. This information will be used by staff management personnel and the Civilian Personnel Advisory Center servicing your locality, to plan and/or schedule training and development activities. Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary.

Page 1 of 2

NAME:		SSN:	PERIOD COVERED:		CAREER FIELD:
POSITION TITLE/GRADE:			ORGANIZATION:		
1. DEVELOPMENTAL OBJECTIVES (Skills/Performance Enhancement, Career Development, Etc.)					
a. Short-Term Objectives		b. Long-Term Objectives (3-5 Years)			
1.		1.			
2.		2.			
3.		3.			
4.		4.			
5.		5.			
2. MANDATORY TRAINING FOR ACCREDITATION/CERTIFICATION					
Course Title/Number	Objective Supported	Course Provider	Date Required	Hours	Estimated Travel/Per Diem
1.					
2.					
3.					
4.					
5.					
3. UNIVERSAL MANDATORY TRAINING (Priority I)					
Course Title/Number	Priority	Course Provider	Date Required	Hours	Estimated Travel/Per Diem
1.					
2.					
3.					
4.					
5.					

4. UNIVERSAL TRAINING (Priority II AND III)									
Course Title/Number	Objective Supported	Priority	Course Provider	Date Required	Hours	Tuition	Estimated Travel/Per Diem		
1.									
2.									
3.									
4.									
5.									

5. COMPETITIVE PROFESSIONAL DEVELOPMENT									
Type of Assignment		Location	Proposed Dates	Estimated Travel/Per Diem					
1.									
2.									
3.									
4.									
5.									

6. TRAINING OR SELF DEVELOPMENT COMPLETED DURING LAST FY									
Training Course or Developmental Activity	Location	Completion Date	Hours						
1.									
2.									
3.									
4.									
5.									

7. INTERN ON-THE-JOB TRAINING									
Developmental Activity	Location	Proposed/Completion Date	Supervisor Initials	Hours					
1.		/							
2.		/							
3.		/							
4.		/							
5.		/							

I certify that I will support the training and/or development outlined in this IDP and will recommend approval of training costs in each FY budget. I have discussed this with the employee for whom this IDP has been prepared and concur with documented training.

Program Manager/Supervisor	Date	Functional Chief Representative	Date
I have discussed my career goals and the training or development needed to achieve these goals. I have included only goals that I can realistically expect to achieve during the time period specified.			
Employee	Date		